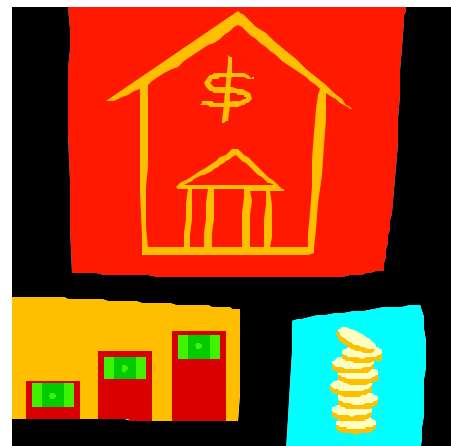


BUSINESS/COMPUTERS

Fine Tuning Your Home-Based Business

Class will be held at Pyle Adult Recreation Center, 655 E. Southern Ave.

Do you own your own home-based Business? This class will provide personalized strategies and tools to fine-tune your business and take your business to the next level. You will learn: secrets to working on your business, not in your business; how to manage growth and grow smart; marketing strategies to easily and inexpensively bring in new business; how to learn to let go; maintain work/life balance and more! Janet Drez of a Perfect Solution has been assisting home-based business owners to success for 12 years. Fee: \$25



Introduction to Personal Computers

Class will be held at the Arizona Career Academy, 2224 W. Southern, Suite #2

An 8-hour workshop for anyone beginning to work with computers utilizing Windows (95 Or 98) or who would like to learn the basic concepts of computers and application software. This course will include a combination of computer-based and instructor-led training. Fee: \$44

GPCA-1D Adult T/Th 10/3-10/12 7:10-9:10 PM

GPCA-2D Adult T/Th 10/17-10/26 5:00-7:00 PM

Introduction to Word

Class will be held at the Arizona Career Academy, 2224 W. Southern, Suite #2

In this 8-hour workshop course you will create letters, memos and documents. Learn how to make, store and

Registration:
online @ www.tempe.gov/pkrec

